

PARENT CODE OF CONDUCT POLICY

The purpose of this policy is to set out for all involved within the Eastside Lutheran College community, the way the College requires parents to conduct themselves when visiting the College campus, participating in College activities and communicating with members of the College community including students, staff and other parents and carers.

1. Related Documents

Eastside Lutheran College Grievance and Complaints Policy and Procedures

2. Scope

This Parent Code of Conduct applies any person named in the Enrolment Terms and Conditions as the 'Parent', 'Guardian' or 'Carer' of a student enrolled at Eastside Lutheran College.

3. Definition of Terms

Where referred to in this document:

The College (ELC) means Eastside Lutheran College

College Board Chairperson is the person appointed to the position or a person acting from time to time in that position.

Principal means the person charged with responsibility for the operation of the College or a person acting from time to time in that position.

Parent is a person who is the legal guardian for a child enrolled at the College.

4. Policy

4.1. When visiting ELC

Parents are required to:

- comply with all safety policies and procedures in place at the College
- comply with the Child Protection policies of the College
- only enter a classroom or attend a College sanctioned event, such as a camp or excursion, with permission from a staff member
- listen respectfully when attending any kind of College assembly, activity, presentation, class event, or public meeting
- treat others with courtesy and respect

Parents must not:

- use verbal or physical violence of any kind at any time
- use language that could be deemed as offensive or inappropriate
- disparage the College's Christian teaching or act otherwise in a manner which is disrespectful or contradictory to the College's Christian beliefs
- interrupt or disrupt a teacher whilst classroom instructions or learning activities are taking place

- bully or harass other people
- take a photo or video recording of a child if that child is not their own child, unless the parent of the child is present at the time and consents to the photo or video recording being taken
- attend the College whilst intoxicated or under the influence of illicit drugs
- Smoke whilst on College grounds

4.2. When Communicating with Staff

The College conducts regular meetings between staff and parents at which the student's progress can be discussed. There may be other times when a parent or staff member requests a meeting to discuss particular issues that may arise during the course of a student's schooling.

If a parent wishes to meet with a staff member, they should make an appointment so that a mutually convenient time can be arranged. This can be done through the College Office.

Parents should avoid contacting staff members at home or outside of school hours unless prior agreement has been made with the parent or staff member that contact out of hours is acceptable. Parents should note, however, that as a general rule, staff members are not obligated to respond to contact by parents (emails, phone calls etc.) outside of school hours.

Parents are required to:

- treat staff with courtesy and respect at all times
- ensure that all communication is conducted in a courteous and acceptable manner
- raise all concerns using the correct procedures, channels and personnel
- use constructive feedback rather than negative
- respect the privacy of staff

Parents must not:

- approach a member of staff in a confrontational manner or act in a violent, aggressive or threatening manner
- use verbal or physical violence of any kind at any time
- raise their voice when speaking to staff
- speak to staff in a derogatory or offensive manner
- intimidate, undermine, threaten, bully or harass staff

4.3. When Communicating with Other Students and Parents

Parents are required to:

- speak to other students and parents with courtesy and respect
- contribute to a Christian, positive and friendly culture within the College community
- support and encourage the values, activities and beliefs of the College
- respect the privacy of other students and parents

Parents must not:

- approach a student, including their own child, on the College grounds during school hours, or at a College function without staff permission
- approach a student or another parent in a confrontational manner or act in a violent, aggressive or threatening manner
- approach a student to discuss a complaint without the student's parent being present
- use verbal or physical violence of any kind at any time
- raise their voice when speaking to other students and parents

- speak to other students or parents in a derogatory or offensive manner
- take a photo or video recording of a child who is not their own without obtaining prior consent from that child's parent
- intimidate, undermine, threaten, bully or harass other students or parents
- disclose the personal details of a student or parent to another person without consent

4.4. When Using Social Media

Parents are required to:

- respect a person's professional and personal environment
- make every effort to ensure that their child/ren comply with the College's Technology and Device Acceptable Use Policy
- be respectful to staff, contractors, volunteers, other parents, and students

Parents must not:

- use social media to voice grievances about the College
- harass other people online
- reveal confidential information relating to the College, staff members, contractors, volunteers, other parents, and students at the College
- post a photo or video recording of a child who is not their own on social media without obtaining prior consent from that child's parent
- post on social media defamatory, offensive, sexually inappropriate, or other material that may damage the reputation of the College. This includes not disparaging the College's Christian teaching or acting otherwise in a manner which is disrespectful or contradictory to the College's Christian beliefs

4.5. When Making a Complaint

Parents have the right to raise issues and concerns related to the education of their child or other matters relating to the College, however, these issues and concerns should always be raised with the right person with the correct communication channels being followed in accordance with the College's policies and procedures, including the College's Grievance and Complaints Policy and Procedures.

Whilst the College will make reasonable attempts to comply with a court order, the College's priority is the wellbeing of the students and will only comply with court orders to the extent necessary. The College prefers not to become involved in family law proceedings.

4.6. When Dealing with Behavioural Matters Relating to Students

The College expects students to comply with its rules and not engage in behaviour which is harmful to others or is contrary to the College's Student Code of Conduct Policy or the ethos and philosophy of the College.

Parents are expected to support the College in relation to its Behaviour Policy and not do anything which undermines its authority. It must be understood that in the case of minor disciplinary matters, the College will be the arbiter of what took place and what is a fair consequence. College Management will not engage in debate with parents about the details of the conduct or the appropriateness of the consequence.

In relation to more serious disciplinary matters which may result in suspension or expulsion the College will inform parents of the matter and will deal with it in accordance with the College's Behaviour policy. While parents will be consulted, the final decision will be the Principal's.

4.7. Separated Parents and Students in alternative living arrangements

In many instances the College will have students enrolled who have parents that are separated or divorced. Parents should not attempt to involve the College in any parental dispute that may arise. The College is not able to make judgments on the merits of claims made by one parent against another and should not be asked to do so. Nor should it be asked to take any action which would, or is designed, to disadvantage one party. The College will, observe any orders made by a Court in relation to a student or communications with parents.

In some instances, students are living in an Out of Home Care arrangement. There are various forms of living arrangements e.g. kinship care, foster care and group home care. In these instances, the allocated Department of Children's Case Worker is considered the legal parent/ guardian, unless the College is otherwise formally notified by the Department, in writing. The Department of Children's Case Worker will have the same rights and responsibilities as a parent of a student enrolled at the College. It is important that all Court Orders and other documentation pertaining to the students living, care and custody arrangements are always current. This is an expected duty of care of the Department of Children's for the duration of the student's enrolment.

4.8. Consequences of a Breach

Failure to abide by this Parent Code of Conduct may result in a restorative conversation and in some circumstances, in the interest of duty of care, a sanction by the Principal or their delegate of one of more of the following:

- the parent may be directed to leave the College grounds immediately
- contact may be made with appropriate authorities, such as the Police
- the parent may be excluded from the College premises or events
- the parent may be required to provide an apology
- the enrolment of child/ren at the College may be terminated as a result of the behaviour

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